

## **CITY OF BURBANK**

### **ACCOUNTING & AUDIT MANAGER**

#### **DEFINITION**

Under general direction, to manage and administer the City's accounting systems; to manage and oversee various financial audits, including the City's annual financial audit and the internal audit program; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages, directs, and oversees all proprietary funds for the City; oversees general operation of the accounting section; performs increasingly difficult and responsible accounting functions, statistical analyses and interpretations of information in the preparation and evaluation of fiscal records, transactions, statements, reports, and accounting systems and procedures; recommends and assists in the implementation of goals and objectives; oversees and participates in providing complete and accurate financial reports; oversees the City's annual financial audit performed by an outside audit firm; oversees, coordinates and participates in various City audits conducted by auditors from federal and state agencies; administers, directs, and performs the City's internal audit program; provides highly responsible and complex accounting services, to include the interpretation and application of accounting standards, to ensure the City's compliance with such standards; provides a wide variety of accounting information to other departments and outside agencies; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – advanced accounting and auditing methods; principles of governmental fund accounting, including the application of correct accounting treatment and pertinent federal, state and local regulations; Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), Statement on Auditing Standards (SAS), and other standard governmental rules and principles; principles and practices of statistical analysis; principles and practices of sound personnel management and supervision.
- Skill in – spreadsheet and word processing computer software programs; customer service.
- Ability to – plan, organize, direct, and supervise the work of clerical, technical, and professional accounting personnel; design and improve financial record keeping systems and procedures; analyze, evaluate, and effectively present findings; communicate effectively both orally and in writing; explain, interpret, and implement governmental accounting principles and internal accounting standards; write a variety of correspondences, including reports regarding internal and external audit concerns; establish and maintain effective working relationships with supervisors, employees, the public and outside agencies.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a degree in accounting, business, public administration or a closely related field, and four years of professional experience in governmental accounting or auditing, including one year at the supervisory level.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

**Desirable Qualifications:** MBA, CPA or CPFO.